Excerpts

BUSINESS PLAN

FOR THE

INITIATION, DEVELOPMENT, AND ESTABLISHMENT

OF A

"SUNSET PROGRAM" FOR EXTENSION OF SELF-SUPPORTED RECOVERY HOUSES FOR ALCOHOLICS AND DRUG ADDICTS IN ACCORDANCE WITH THE PROVISIONS OF P.L. 100-690, THE ANTI-DRUG ABUSE ACT OF 1988

Oxford House, Inc.
A 501 (c)(3) Tax-exempt, Non-profit Corporation
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(1) Training. On the one hand OHI has to train state and local officials how to administer the state revolving fund; identify and select persons in recovery to start a house; select, lease and furnish the house; and generally administer the house and its successors in accordance with Section 1916A and the Oxford House Manual. On the other hand, persons selected to start a house have to be trained to do so and also to create an environment in which the residents can thrive.

(2) Networking. Although states have already contacted OHI to request assistance in responding to Section 1916A, it is anticipated that responsible officials be brought together under circumstances where they all hear the same thing at the same time. They must believe that they have a stake inthe enterprise. In addition, they msut have the opportunity to convene in smaller groups to exchange their experience with recovery houses, and to be aware of aggregate data. It is also psychologically important for residents of a house to be made aware of the experience and events in other recovery houses across the nation.

(3) Consultation. OHI is a repository of information and experience that canonly in part be delivered through training. Every situation has its unique features, and OHI will have to consult with state and local officials, through on-site visits and the OHI hotline, until such time as OHI and the officials are satisfied that the latter are fully capable of administering Section 1916A. In addition, the experience of OHI staff, half of whom are recovering alcoholics or addicts, may be of considerable benefit to the states in integrating the

recovery house concept into the delivery of substance-abuse services generally.

(4) Follow-Up. It is not enough to establish a recovery house. It is also necessary to receive and answer questions from the houses, to administer a quality control program, to provide troubleshooting services on an as-needed basis, and to collect and analyyze data that will determine, according to specific evaluation criteria, in what respects the Oxford House concept is working in each state and city.

The OHI organization to deliver these services also has four elements, described very briefly here[7] and then used as the basis for describing the MO fully in Section 2.3.3:

(1) Oxford House Service Board. OHSB oversees the entire OHI program and administers four delivery functions described above. It is the repository of the Oxford House Concept (the principles underlying, and the experience of, self-supporting recovery houses), the system of operations for self-supporting recovery houses, and the Traditions that promote successful operations. OHSB is also the provider of public information services (public relations, technical assistance and hotline).

(2) Oxford House Revolving Fund. The purpose of the OHRF is to ensure that when a recovery house is needed it can be funded. OHRF is a vehicle for accomplishing two things: (a) establish 'demonstration houses' in cities prior to a state's initiating involvement, and (b) provide interest-free loans to new Oxford Houses after they have been

[7]A full description of these organizational elements is provided in Appendix, pp. ____-____

2.3.3 FUNCTIONAL ORGANIZATION AND PRODUCTS

2.3.3.1 CHIEF EXECUTIVE OFFICER (CEO)

The services of the CEO are:

(1) Establish OHI headquarters and organization

(2) Establish OHI goals, priorities and procedures

(3) Provide leadership for all activities of OHI

(4) Participate in selected OHI Activities

(5) Administer the OHI program consistent with Section 1916A of the Act.

2.3.3.2 OXFORD HOUSE SERVICE BOARD (OHSB)

The services and products of OHSB are:

(1) TECHNICAL ASSISTANCE

(a) Establish procedures for transferring OHI knowledge and experience to the states;

(b) Provide technical assistance to states and cities including the establishment of revolving funds;

(c) Assist states in the establishment, operations, and quality control of recovery houses;

(d) Use the OHRF to establish Oxford Houses for demonstration purposes;

(e) Provide consulting services to states and cities, e.g. assessment of the need for recovery houses within the context of an area's total program to combat substance abuse, and trouble shooting once new houses are established.

(f) Select, train and support recovery house leaders: and

(g) Assist existing recovery houses that have excessive demand to start new houses.

(2) QUALITY CONTROL.

(a) Adapt Oxford House quality control procedures for use by the states;

(b) Develop and distibute forms for administering intake, quality control and finances;

(c) Distribute the start-up and operations manuals to states and cities, and explain their importance in the beginning and running of a recovery house;

(d) Identify a network of support resources in the local recovery community for recovery house residents to use in running their house and staying free of alcohol and drugs; and

(e) Provide assistance to houses with specific problems via hotline, correspondence and on-site visits.

(3) INFORMATION OUTREACH

(a) Staff a toll-free hotline to answer questions from states and cities on specific matters, not covered in specific Technical Assistance Contracts, related to recovery houses;

(b) Make a weekly or biweekly survey of recovery houses to determine current occupancy; and

(c) In conjunction with OHP, evaluate feedback from Technical Assistance and Information Outreach to determine the need for standard forms and publications.

2.3.3.3 OXFORD HOUSE REVOLVING FUND (OHRF)